- **Archive (PDF/A, ISO 19005**): PDF/A is an ISO standard for long-term preservation of documents, by embedding all the information necessary for faithful reproduction (such as fonts) while forbidding other elements (including forms, security, and encryption). PDF tags are written. Also select which version of the standard to use, **PDF/A-1b**, **PDF/A-2b**, or **PDF/A-3b**.

- **Tagged PDF**: Tagged PDF contains information about the structure of the document's contents. This can help to display the document on devices with different screens, and when using screen reader software. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.

- **Create PDF form – Submit format**: Use the drop-down menu to choose the format of submitting forms from within the PDF file (**FDF**, **PDF**, **HTML**, or **XML**).

- **Allow duplicate field names** – If enabled, the same field name can be used for multiple fields in the generated PDF file. If disabled, field names will be exported using generated unique names.

- **Export bookmarks**: Generally not used in Calc.

- **Comments as PDF annotations**: Exports comments as PDF notes. You may not want this!

- **Whole Sheet Export**: The setting allows you to export your Calc spreadsheet to PDF, with the content of a sheet exported as one page in the PDF. This facility is not intended for printing but allows you to easily see and review the full content of a spreadsheet document in a PDF form, without the usual slicing of the sheets into printable pages. Preview pages will have different sizes, as do the source sheets.

> ✅ **Note:**
>
> Selecting the **Whole Sheet Export** option causes Calc to disregard many of the other settings on the PDF Options dialog.

- **Export automatically inserted blank pages**: Not available in Calc.

- **Use reference XObjects**: Reference XObjects enable one PDF file to import content from another. More information can be found in section 8.10.4 of the PDF specification, ISO 32000-2:2017 (https://www.iso.org/standard/63534.html). If you are not familiar with reference XObjects, leave this box unchecked.

Initial View tab of PDF Options dialog

On the *Initial View* tab (Figure 209), you can select how the PDF file opens by default in a PDF viewer. The options should be self-explanatory.